



# APPLICATION PACK

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Role

Teacher of Modern Languages -French & Spanish (Maternity Cover)

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September 2025

# INTRODUCTION

Eastbourne College is a co-educational HMC independent school of just over 620 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of 80% of A-level grades being awarded A\*, A or B in the last ten years. At GCSE approximately two thirds of all grades awarded are 9 to 7. The College recruits from a wide ability range and value added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a seven day week, full boarding school. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school..

c. 620  
pupils

80%  
A\*, A or B  
A levels

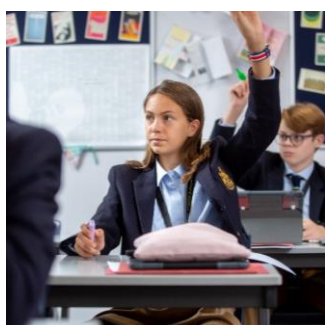
66%  
grades 9 to 7  
at GCSE

We are proud of our rich cultural and sporting traditions. The Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film and TV; the Design & Technology department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket and netball; several old Eastbournians have gone on to achieve international honours. There are also thriving CCF, D of E and service programmes.

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy and kindness are, it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

More information about the College may be found by visiting the website: [www.eastbourne-college.co.uk](http://www.eastbourne-college.co.uk)

News of latest events can also be found by visiting our Facebook page: <https://www.facebook.com/EastbourneCollege>



PURSUIT OF  
EXCELLENCE  
PARTICIPATION  
INTEGRITY  
KINDNESS



30  
State of the  
art classrooms



A young woman with blonde hair, wearing a grey V-neck sweater over a white collared shirt, is smiling and looking towards the left. She is holding a small, dark, textured object in her hands. In the foreground, a hand is pointing towards a document on a table. The document has some text and diagrams, including a circular diagram with three sections. The background is a blurred office or classroom setting with shelves and framed pictures. The entire image has a red overlay.

# THE POST

# THE POST

The College seeks to appoint an inspirational and enthusiastic Teacher of Modern Languages (French & Spanish) to cover maternity leave from September 2025. The right person will have a marvellous opportunity to work in a stimulating environment, where resources, buildings, colleagues and pupils all strengthen the process of teaching and learning.

The position would suit an NQT, an experienced teacher wanting to put his or her experience to use in a different context or someone returning to teaching.

The successful applicant will be expected to teach French and Spanish in this highly successful department to pupils of all abilities throughout the school. The successful applicant will be expected to share their passion for languages by offering enrichment opportunities to pupils outside of the taught specifications.

All members of Common Room are expected to play an additional part in the broader life of the College, by acting as a tutor in one of the day or boarding Houses and by offering their expertise, for example, in coaching team sports, or contributing to music, drama, debating etc.

The College has its own salary scale and the successful applicant will be placed on the scale at a level commensurate with their experience and qualifications. Accommodation may be available for single or married applicants, including those with families. Teaching staff benefit from generous rates for the education of their own children both at the College and at St. Andrew's preparatory school.



# THE DEPARTMENT

The Modern Languages department is one of the largest and liveliest departments in the school, offering French, German and Spanish to A-level and Oxbridge entrance and an accelerated programme for talented linguists. Our academic results are strong at GCSE and A level. The department, comprising 6 teachers and 2 assistants is housed at the heart of the school in the Memorial Block, with a modern digital language laboratory situated in Cloisters. All classrooms have electronic whiteboards / touchscreens and audio and video facilities.

The majority of pupils entering Year 9 study French and are given the opportunity to choose Spanish or German as an additional foreign language as described above. For those who wish to study a language outside of the main curriculum, we offer self-study courses in Arabic, Chinese, Japanese, Portuguese, Italian, Russian, French, German and Spanish. We offer a wide range of opportunities beyond the classroom, ranging from quiz, film and cultural evenings to visits to universities and the London institutes and trips abroad, including exchange visits.



# JOB DESCRIPTION

**Job Title:** Teacher of Modern Languages- French & Spanish (Maternity Cover)

**Responsible to:** The Head of Modern Languages

**Job Summary:** To teach French and Spanish to pupils of all levels and abilities throughout the school. To play a full role in the development of pupils by contributing to the academic, pastoral and co-curricular life of the College.

## Duties and Responsibilities:

### Academic

- a) To teach up to 38 periods per timetable cycle in consultation with the Head of Department (HoD) and the Assistant Head (Curriculum).
- b) To prepare and teach lessons in accordance with programmes of study and schemes of work drawn up by the HoD.
- c) To plan lessons such that there is variety, challenge and measurable progress in pupil learning.
- d) To expect and promote the highest standards of pupil behaviour both in and out of the classroom.
- e) To provide differentiated activities to ensure that learning is appropriate and accessible to all.
- f) To set and mark prep in accordance with College and Department policy.
- g) To keep up to date records of pupil progress, sanctions and rewards.
- h) To make a contribution to the strategic development of the department.
- i) To promote and support the wider work of the department through enrichment activities.
- j) To make regular formative assessment of pupil progress through the eRC system as scheduled by the Assistant Head (Curriculum).
- k) To attend INSET and seek opportunities for CPD in consultation with the HoD the Second Master and the Head of Staff Professional Development.
- l) To attend parents' meetings and other academic events as requested by the Headmaster or other members of the Senior Management Team.
- m) To assist in the setting and marking of internal examinations as requested by the HoD.
- n) To assist in the marking and moderation of coursework, controlled assessment etc. as requested by the HoD.
- o) To attend department meetings as requested by the HoD.
- p) To attend staff meetings as requested by the Headmaster.

# JOB DESCRIPTION

- q) To carry out any other duties associated with the role as requested by the Headmaster or Senior Management Team.

## **Pastoral**

- a) To promote and uphold the College's core values both in and out of the classroom.
- b) To support the development of all pupils through the unspoken curriculum (the way pupils learn to treat each other and the way they are expected to behave).
- c) To be a tutor in a day or boarding house as directed by the Second Master.
- d) To act as tutor to a group of tutees as directed by the Hsm.
- e) To hold regular meetings with tutees to discuss academic progress and any pastoral issues.
- f) To discuss report cards (eRCs) with tutees and comment as appropriate.
- g) To support the Hsm and House by attending house activities and events.
- h) To support tutees in their wider College lives.
- i) To attend chapel alongside tutees at weekly chapel services and any other school congregational events as requested by the Second Master.

## **Co-curricular** (flexible, according to the specific skills and interests of the appointee)

- a) To play an active role supporting the games and activities programme as directed by the Deputy Head (Co-curriculum).
- b) To provide team /activity lists and carry out other administrative tasks as requested by the Deputy Head (Co-curricular) or the Director of Sport.
- c) To attend INSET and other training courses as appropriate.
- d) To play a role supporting either the CCF or S@S programme on Monday afternoons.



# JOB DESCRIPTION

## **Safeguarding**

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

In making the appointment the Headmaster will have regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

This job description may be altered to meet changing educational context at the discretion of the College.

# PERSON SPECIFICATION

Applicants should be able to demonstrate the following

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> <li>• Educated to good degree standard (or equivalent) in French, Spanish or a closely related discipline</li> <li>• Evidence of continuous personal and/or professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification</li> <li>• Post graduate qualification</li> <li>• Higher degree</li> <li>• The ability to teach other modern languages</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• An ability to teach French and Spanish to GCSE and/or A-level</li> <li>• Involvement in, and support for, co-curricular activities relevant to the College</li> </ul>	<ul style="list-style-type: none"> <li>• Schools experience</li> <li>• Experience of working in a boarding/residential environment</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent communication and listening skills</li> <li>• Strong organisational and administrative skills</li> <li>• A high level of ICT competency</li> <li>• An inclusive manner and the ability to work in a team</li> <li>• The ability to interpret quantitative and qualitative feedback; to monitor and evaluate</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• A belief in the College's core values and the determination to uphold them</li> <li>• An ability to set deadlines, meet them and manage expectation against them</li> <li>• An ability to build, foster and sustain positive relationships with all in the College community</li> <li>• Patience, compassion, courage, resolve and objectivity</li> <li>• Dedication, loyalty, commitment and positivity</li> <li>• Capacity for hard work</li> <li>• Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation</li> </ul>	



# INFORMATION



## SALARY AND CONDITIONS

The College has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview.

The College offers generous packages of additional benefits and pay; all staff are on a salary scale above the national average and have opportunities for salary progression.

Accommodation may be available.

All appointments are made subject to a satisfactory medical disclosure, an enhanced check with the DBS and any other pre-employment checks deemed necessary by the College.

The College is a non-smoking establishment and an equal opportunities employer.



## SAFEGUARDING STATEMENT

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to appropriate child protection screening, including checks with past employers and the DBS.

Post holders will be engaging in regulated activity.

All posts are exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) is a non-smoking establishment.



## EQUALITY STATEMENT

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils.



## HOW TO APPLY

To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies> and click the **Apply Now** button to complete the required application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

Please provide contact details of referees, from whom we will request references should you be shortlisted for the post.

- One referee must be your current or most recent employer (for teachers this means your head).
- Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends or current employees of Eastbourne College or St. Andrew's Prep.
- Referees will be asked about whether you have been the subject of any safeguarding concerns.
- Referees should be a senior person with the appropriate authority.

For further information please contact [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk)

Closing Date: Friday 18 April 2025



## POSTSCRIPT

There are many attractions to teaching at Eastbourne College, not least its location on the south coast in on the sunniest parts of the country.

The College provides a safe, urban environment in an attractive part of a peaceful town where pupils have easy access to shops, cinemas, and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five-minute walk away and the South Downs (the newest National Park) are literally on our doorstep.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.